

News and Notes:

Data Entry Submission Deadline is June 13, 2008

This end of the school year data entry submission should include ALL students enrolled at any time during the 2007-2008 school year. All students included in previous reporting periods must also be included in this final data collection. It is very important to complete the spring updates and make any corrections to the data in Infinite Campus as soon as possible.

Your Data is Important!

The data collected from the State and District Editions of Infinite Campus will be used to determine AYP calculations for NCLB report cards. Please review **ALL** hints below for a successful completion of the 07-08 school year.

To ensure that the enrollments for your school are accurate and coded correctly for your data collection we have provided some easy steps to use during your validation time for the South Dakota Department of Education. ****It is important to read this handout completely before you begin to edit or end any enrollments. Please keep in mind that the following steps should be followed after ALL grading and end of the year reports have been completed.****

1. Check your calendars

a. School Days

- a. You will want to check your school's calendars – instructional days – for accuracy. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". This is important for the accurate calculation of an attendance rate and/or an ADM for state aid purposes. **System Administration>Calendar>Calendar Days (You can print the calendar from this screen for easier verification)**

b. 4 Day School Week

- a. If your school district is using a 4-day school week, please check the 4-day check box on the calendar for each school that this would apply to. ****DO NOT CHECK** the 4-day check box if you have a preschool, kindergarten or rural school identified as having a 4-day school week. For clarification, please contact the DOE. **System Administration>Calendar**

2. Overlaps, Transfers and Exiting Students

- a. **Overlaps** - Throughout the year the Department of Education has sent out overlaps reports and they will be doing this again before the final data entry submission. You can run an overlap report within your district by using the **Student Information>Reports>Enrollment Overlap**. These overlaps need to be resolved by **June 13th**. Any unresolved overlaps will be resolved by Department of Education staff.

- b. **Dual Enrollments** - When a student is dually enrolled, they can only have one primary enrollment. The second, or lesser enrollment must be partial. This is coded in the Service Type field under General Enrollment.
- c. **Transfers** - When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.
 - a. *24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.*
- d. **Drops** - If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he returns as the status start date.

3. Correcting student enrollments

- a. **Enrollment Status Report**
 - a. A nice report to check your past and present enrollments is the "Enrollment Status Report" located under [Student Information>Reports>Enrollment Status Report](#). You can select the various types of exit codes to report on in this report.
- b. **Check Start and End Dates on Enrollment Record – These dates are used to determine if a child has been enrolled for a "Full Academic Year" (FAY). Those students enrolled from October 1 until April 18 will be considered enrolled for a full academic year.**
 - a. Check on students that were enrolled during the year but have left your district before the end of the 07-08 school year. Make sure they have an exit date and an appropriate exit code within their enrollment. (See list on page 5-6) To make corrections to an enrollment, go to [Search>Student>look for the student in question](#). [Click on the enrollment tab for the student and edit the appropriate fields](#).
- c. **Check Start and End Dates on Special Education Enrollment Record**
 - a. For students that left the district and had a special education record at the time of their enrollment – you will want to be sure that the special education record has also been ended appropriately along with the enrollment record. (See list on pages 5-6) ****Please note that the code numbers differ between the regular enrollment and the special education enrollment****
- d. **Students who Did Not enroll for the 07-08 School Year, but have an 07-08 enrollment**
 - a. For students that did not attend at all within the 07-08 calendars but have an enrollment record, their enrollment record will need to be deleted or removed. To delete that enrollment record – [go to Search>student> look for the student in question](#). [Click on the enrollment tab for that student>click on the enrollment record in question \(07-08\) and choose "delete"](#). It will ask you if you are sure you want to delete this record. Please be accurate when doing this – the data for the student will not be recovered if this step is done in error.
- e. **Enrollment Status**
 - a. You will want to check the percent enrolled, grade level, resident and attending districts, and enrollment status for any students that may be contracted, have dual enrollments, open enrolled or tuition paid by other. ****Please note that when a resident district and a serving district are different, an enrollment status must be selected for that student.****

1. If your district contracts to an out of state educational program(authorized under SDCL 13-15-11) , students must be included and reported as attending out-of-state and also have an enrollment status of "C".
2. If receiving students from a contracting district (authorized under SDCL 13-15-1.3) students must be reported with an enrollment status of "C".

f. Home Schooled Students

- a. Be sure that all students excused from public school attendance (home school - SDCL 13-27-3) are included and assigned to attendance center 99 or within your home school calendar.

4. County of Residence

- a. You will need to check the county of residence of all students for accuracy. This data is forwarded to each county and the Office of School and Public Lands for their allocations each year.

5. Attendance Rate (Days Absent)

- a. Remember it is very unlikely that a school has an attendance rate of 100%! Also, a student may not have total days absent exceeding their enrollment days or have negative attendance.
- b. You can get to that field using this path: **Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the Absent Days field for that student.**
 - a. This is a calculated field. In order for this field to be calculated as of today's date, you need to trigger a resynch of the AttendanceSDMinute.
 1. **To do this you will need to go to System Administration>Data Utilities>Resynch State Data -- check the AttendanceSDMinute, CustomStudent, and Enrollment boxes --then choose "Send Resynch" at the bottom of the screen.**
 - b. You will want to verify this field is accurate for the student. You can get to that field using this path: **Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the Absent Days field for that student.** Another way to verify this would be to run the ADM and ADA Detail report under **Index>Attendance>Reports>ADM and ADA Detail.**

6. Status Elements

a. Meal Status

- a. The meal status for a student is set within the enrollment tab. You can get to that field using this path: **Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the Meal Status field for that student.** You will want to verify this field is accurate for the student. ****Please note that we had several schools that neglected to report their lunch status for students last year – this will be reviewed and your school will be contacted if no students are reported as either free or reduced lunch eligible. Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup.****
- b. You can create an Ad hoc filter to pull a list of all students that have a meal status other than 'standard'. The "MealStatus" field is located in **Learner>Active Enrollment>Custom Enrollment>MealStatus.** You can filter that list by selecting "mealStatus <> 0 and that will return only those students with F or R for a meal status.

b. First Year in Country and LEP

- a. Any and all LEP students that have been enrolled any time between April 21, 2007 and April 18, 2008 must be coded as first year in country. You can get to that field using this

path: **Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the State Reporting Area** – "First Year in Country" can be selected by adding a check mark in the box. Questions regarding this field should be addressed to the South Dakota DOE.

1. Only students who were identified as limited English proficient using the state approved identification test should be coded as LEP.

c. Title I

- a. Verify that the correct students have been identified with Title selections. ****Please note that you should only use Title I codes on the enrollment if a school is Targeted Assisted Title I.****

d. Foreign Exchange Students –

- a. Please remember to code foreign exchange students, these students are not required to test. You can get to that field using this path: **Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the State Reporting Area** – "Citizenship" is a drop down and you can then select "Foreign exchange student" from that field. If they are not coded properly, the school will take a hit on their participation rate for NCLB.

7. Rolling forward students for next year

- a. It is good to have your students that have exited during the 07-08 school year or students that are **NOT** returning for the 08-09 school year ended before doing this process.
 - a. **Students that will be retained --** You may want to go into the student's enrollment record and mark the 07-08 enrollment with a "retain" tag so that when students are rolled forward – the student in question will remain in the same grade level as the current year. You can get to that field using this path: **Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment, select "Retain" from the drop down of "End Action"**. Another method you may choose to do is to roll your students forward and simply edit the grade level of the 08-09 enrollment record for those students after the roll forward process is completed. Either of these methods will work.
- b. You will use the "Enrollment Roll Forward" function located in **System Administration>Student>Enrollment Roll Forward**. Once you have selected the appropriate fields for this function, you can "Run Test" to identify if the roll forward is accurate. Once you feel that your results will be accurate, you can "Run" the function to roll forward students returning next year.
- c. This process must be done **BEFORE** mass ending enrollments for your students. Once the remainder of your students have ended enrollments, they are no longer able to roll into the next calendar.

8. Ending enrollments for Seniors A graduate is defined as any student who has attained sufficient credits to receive a regular high school diploma. If they meet this criteria they should be coded with an exit code of **"04:student graduated"**. Graduation rate for NCLB purposes is based on this data– please make sure all students are reported correctly. If the student did not receive a signed diploma he/she must **NOT** be reported as a graduate. Below are explanations of the different types of graduates that will assist you in deciding how they should be coded.

a. Ending enrollments for Seniors that are **NOT Graduating**

- a. For senior students that are **NOT** graduating during the 07-08 calendar, you will want to edit their enrollment record before mass ending or graduating the remainder of senior enrollments. You can get to that field using this path: **Search>Student>look for the student in question**. You can then put in an end date and exit code for the student that is not graduating. The exit code most commonly used is **" 11:student continues"**

until the plan for the student has been determined. You can always change this at a later date.

b. Ending enrollments for Seniors who are in Special Education and NOT Graduating

- a. Seniors who are Special Education students that will continue to receive special education services until the age of 21 are NOT graduates. They should be coded as "11:Student Continues" in their regular enrollment record and coded as "12:Student continues" in their special education record.

c. 8th Grade Students

- a. Please do NOT code 8th grade students as graduates.

d. Early Graduates

- a. Seniors who graduated earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school. You can get to that field using this path: **Search>Student>look for the student in question, click on their 07-08 enrollment record. You can then put in an end date and exit code (04:student graduated) >put in diploma date>select diploma type>select diploma period and hit save.**

e. Summer Graduates

- a. Summer graduates will need to have their graduation end date entered as soon as possible after receiving their diploma. If you have a student who graduates after the DOE has notified you that the 2007-08 calendars have been locked, please contact our office to get the information updated properly.

f. Mass ending Senior Enrollments

- a. Mass ending senior enrollments (graduated seniors) can be done using the "End Enrollment Batch". To end enrollments for seniors that are graduates, go to **System Administration>Student>End Enrollment Batch> select the calendar>put in end date** (This should be the last day of the term otherwise it will look like a drop)>**select end status (04: student graduated)> put in diploma date>select diploma type>select diploma period>select grades (12) and hit the "Run" button.** This will assign the selection to all remaining seniors that have not already had an ended enrollment record. **** Please remember that ALL grading and end of the year reports need to be completed before this process is done. ****

9. Ending enrollments for the remaining students

- a. Mass ending enrollments can be done using the "End Enrollment Batch". Please remember that ALL grading and end of the year reports need to be completed before this process is done. To end enrollments for students that will be returning in the next year, go to **System Administration>Student>End Enrollment Batch> select the calendar>put in end date>select end status (11:student continues)> select grades (maybe do one grade level at a time) and hit the "Run" button.** This will assign the selections to all remaining students that have not already had an ended enrollment record.

10. **Exit/Withdrawal Codes**-- To ensure accuracy and comparability of our exiting data, please review the codes below. If a student has exited your school, be sure to give them a status end date and assign the appropriate exit code. If you have any questions regarding the definition of any of the below types please contact our office.

The circumstances under which the student exited from membership in an educational institution based on the following codes:

- 01 Student was expelled
- 02 Student discontinued education – dropout* (see below definition of a dropout).
 - Students leaving school to pursue a GED must be reported as drops.

- 03 Student transferred to another accredited school or district in the state (student data file must include a request for transcript)
- 04 Student graduated (student has attained the credits needed to obtain a regular diploma)
- 05 Student died
- 06 Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Student reached maximum age for receipt of special ed services (21)
- 08 Student transferred out of state (student data file must include a request for transcript)
- 09 Colony student who completed grade 8 (student has been excused from public school attendance, SDCL 13-27-1.1)
- 10 Student retained
- 11 Student continues
- 12 Persistently Dangerous Transfer
- 13 School Improvement Transfer
- 14 Home School Transfer
- 15 Suspended

Special Education Exit Codes

- 01 Not receiving SE services
- 02 Student Graduated (student has attained the credits needed to obtain a regular diploma)
- 03 Received certificate of completion
- 04 Reached the maximum age
- 05 Died
- 06 Moved, known to be continuing
- 07 Moved, not known to be continuing
- 08 Dropped out
- 09 Refused services
- 10 ISFP done before max age/PI C
- 11 Change in IEP
- 12 Student continues

**** A dropout is defined as a student that:**

- 1) Was enrolled in school at some time during the school year;
- 2) Was not enrolled on the last day of school;
- 3) Has not graduated from high school or completed a state approved program;
- 4) Does not meet any of the following exclusionary conditions:
 - transfer to another accredited educational program
 - temporary absence due to suspension or illness
 - excused from public school attendance (SDCL 13-27-3)
 - death

ICU (Infinite Campus University):

Please check out the attached ICU (Infinite Campus University) Spring 2008 Catalog. These are the webex classes that South Dakota districts can register for and take through the Internet on an unlimited basis. Go to the ICU catalog: <http://cpu.infinitecampus.com:8080/icu/>

Please contact us if you need assistance verifying your data.

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